

Executive Registry

81-3790/1

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December 1981

DDA REGISTRY

FILE: *Printing + Reproduction*

NOTE FOR: EXO/DDA

FROM : SA/DDCI

I am returning all of the attached materials to you.

I raised with the DDA the issue of repetitive approval of internal phone books. His answer is that he considers the approval for the publication of an internal phone book to be a continuing approval; i.e. that approval applies to updates of the phone book but the approval does not extend to changes in the scope of coverage.

If there is anything more I can do to assist you, please let me know.



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This Notice Expires 1 October 1981

COMMUNICATIONS

HN
5 March 1981

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AGENCY TELEPHONE DIRECTORIES

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to this HN

1. The CIA telephone directory, published periodically, contains only organizational and functional sections as well as instructions on use of the telephone. For reasons of cover and security, it does not include an alphabetical listing of personnel by name. Employees are reminded that individual accountability for this directory is required and it is not to be removed from CIA buildings.

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2. Black, red, and secure line telephone extensions are contained in the organizational and functional sections. Black and red line telephone extensions for individual Agency employees can be obtained from the Agency operator, extension . Secure voice extensions for employees can be obtained from the Secure Voice Information Operator on extension for Headquarters Building and for outlying buildings.

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3. As a general rule, for cover and security reasons, component telephone directories containing the names of employees are discouraged. However, where no cover or security considerations exist or are likely to arise and when publication is absolutely essential to the Agency's mission, such directories may be published with the approval of the Deputy Director of Central Intelligence.

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B. R. INMAN
Admiral, U.S. Navy
Deputy Director of Central Intelligence

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